

# INFORMATION BULLETIN

## WELFARE-TO-WORK

Number: WB99-60

Date: December 3, 1999

Expiration Date: 12/31/99

69:142:cg:3391

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES  
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES  
COUNTY WELFARE DIRECTORS  
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF  
EDD EXECUTIVE STAFF  
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: YEAR-END CASH REQUESTS

The purpose of this information bulletin is to advise all entities of the last day cash can be requested for the Welfare-to-Work (WtW) program in Calendar Year 1999.

To ensure requests are completed prior to January 1, 2000, and reduce the possibility of Year 2000 (Y2K) issues, all requests made through the Job Training Automation (JTA) system must be made by 2 p.m. on December 29, 1999. Though the Job Training Partnership Division (JTPD) has been assured the Employment Development Department and the banking institutions are Y2K compliant, cash requests will not be processed between December 30, 1999, and January 3, 2000, as a precautionary measure and because the JTA system may not be accessible.

All manual cash requests also must be received by 2 p.m. on December 29, 1999. If you usually request WtW cash electronically and find you are unable to do so, you may request cash via a manual process. In this event please contact any of the Fiscal Programs Division staff listed below. (Note: This does not supersede regular manual cash request procedures that are applicable to all WtW 15 percent projects.)

For questions regarding this matter, please contact Lynda Lawson, Cash Control Unit, Fiscal Programs Division, at (916) 654-7891, Jane White at (916) 654-7868, or Anne Glipa at (916) 654-7875.

/S/ BILL BURKE  
Assistant Deputy Director